

City of St. Louis Treasurer's Office



Requests for Proposals for Security Services

Proposals due no later than 3:00pm, July 25, 2014

1) Opening Statement

The City of St. Louis Treasurer's Office ("STLTO") publically requests proposals from qualified vendors to provide uniformed security services for events at the Scottrade Center and Peabody Opera House. The STLTO operates parking facilities that service the Scottrade Center and Peabody Opera House for approximately 100 events annually. Typical events require between three and seven security guards for five hours.

This RFP does not obligate the STLTO to complete the selection and contract award process for consultation services. STLTO reserves the right to: 1) accept or reject any and all Proposals; 2) request additional information from any or all Proposers to assist the STLTO in its evaluation process; 3) amend or withdraw this RFP prior to the announcement of the selected firm and 4) award the proposed services in whole or in part, to one or more firms. In case of an amendment to the RFP, all Proposers will be provided with a copy of any such amendment(s) and be afforded the opportunity to revise their Proposals in response to the RFP amendment.

2) Scope of Services

The vendor will provide security services for approximately 100 events annually. The qualified vendor shall provide uniformed off-duty police officers to service STLTO parking facilities during Scottrade Center and Peabody Opera House events. Security services include patrolling STLTO parking facilities, traffic control, monitoring STLTO employees handling cash, ensuring compliance with STLTO facility policies, and other security services for events. The vendor will be responsible for scheduling security officers based upon Scottrade Center and Peabody Opera House events.

3) Proposal Requirements and Format

Proposals should include the following sections:

Part I: Company History/Profile

- a) A history and overview of the vendor's company
- b) Information on the vendor's personnel selection and training process
- c) Identify the project manager, supervisors, and/or lead persons who will be assigned to security services for this assignment and their qualifications for the job and position with the company
- d) List of customer references and contact information

Part II: Cost Proposal and Licenses

- e) A cost proposal listing rates for each officer and a staffing model for events
- f) A copy of a Certificate of Liability Insurance and bonding, including worker's compensation and liability insurance

4) Proposal Due Date and Location

RFP submittals are due no later than **3:00 PM on July 25, 2014** at the following location:

**City of St. Louis
Treasurer's Office
1200 Market Street, Room 220
St. Louis, MO 63103**

Late proposals may not be accepted and the envelope must be marked referencing the project: **Proposal for Security Services**. Proposers must supply three (3) hard copies of the proposal and one (1) electronic copy as a PDF file on a USB flash drive.

Public access to Proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (RsMO 610.021), and regulations adopted pursuant thereto.

5) Department Contact / Requests for Clarification

Prospective responders may direct questions **in writing only** to:

Jared Boyd
Chief of Staff and Counsel
Email: boydja@stlouis-mo.gov
Fax: 314-622-4246

All questions are due no later than July 17, 2014. Questions will be answered in writing by July 21, 2014 and will be sent to all proposers and will be posted on our website at <http://www.stlouis-mo.gov/government/departments/treasurer/>. The department contact person is the only individual who can be contacted about the project by proposers before proposals are submitted. The department contact cannot vary the terms of the RFP.

6) Ownership of Materials

All research and development, background and support documentation created for and in response to Request for Proposals for Security Services City of St. Louis Treasurer's Office shall become sole property of the Office and shall be provided to Jared Boyd, Chief of Staff and Counsel.